DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE CIVIL ENGINEER SUPPORT AGENCY

CIVIL ENGINEER
ENLISTED CAREER FIELD MANAGER
DIRECTIVE
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Air Force Qualification Training Package (AFQTP) Program

1. Introduction

1.1. Trainees throughout the Air Force (AF), regardless of duty location, require standardized training to ensure the successful performance of their duties. Air Force Qualification Training Packages (AFQTPs) are the catalyst for this standardized training and are **mandated by the Air Force Civil Engineer Career Field Manager (AF CECFM).**

1.2. Generally speaking, AFQTPs "standardize" the On-the-Job Training (OJT) process by ensuring all aspects of a task are covered sufficiently. They provide additional task knowledge in preparation for hands-on OJT. In addition to describing a process, AFQTPs summarize procedures in the form of a task performance checklist that should be used by trainers, certifiers, and trainees throughout the training process.

1.3. Although some of the very first AFQTPs (supporting both core and diamond tasks) were developed with corresponding tests integrated into the Certification & Testing (CerTest) program, only those tests developed for diamond tasks are mandatory to complete the AFQTP. CerTest exams associated with core tasks are no longer mandatory since the ultimate measure of core task proficiency is actual hands-on task certification. **Again, completion of AFQTPs for both core and diamond tasks is mandatory. Consequently, only AFQTPs associated with diamond tasks have CerTests that must be completed.**

1.4. It should be noted that both core and diamond tasks are equally important to wartime readiness. The "diamond" task symbol (created by the CFM) identifies those tasks that could not be readily accomplished due to equipment limitations in the respective career field. Identifying those diamonds as core tasks would have an adverse affect on the upgrade training process as well as promotion eligibility.

1.5. AFQTPs can have a variety of elements. A paper-based product anchors all AFQTPs. Elements can also be found in mediums such as CD-ROM, video, or Commercial "Off-The-Shelf" (COTS) products (paper, video, or CD-ROM).

2. AFQTP Features

2.1. Provides a "lesson plan" for the trainer to use for training on core and diamond tasks.

2.2. Provides effective procedures in the form of a task performance checklist for the trainee, trainer, and certifier for use in the training process.

2.3. Provides standardized training for all trainees throughout the career field regardless of assignment location.

2.4. Enhances the OJT process by ensuring all aspects of a task are covered sufficiently.

2.5. Enhances the OJT process through additional knowledge level training in preparation for the hands-on portion of OJT.

2.6. Delivers task knowledge training through various mediums.

2.7. Anchored by a paper product that directs the trainee/trainer to other media if available. The paper element is the **first stop** for all AFQTPs.

2.8. All elements but paper are automatically distributed to Unit Education and Training Managers (UETMs).

2.9. HQ AFCESA/CEOT is the Office of Primary Responsibility (OPR) for all development and management of the CE AFQTP program.

3. Policy

3.1. **Completion of AFQTPs is mandatory for all Core and Diamond tasks.** In essence, AFQTPs are lesson plans used by the trainer/trainee to aid in the training process. They standardize training across the AF and prevent the unintentional bypassing of key steps of a task. Although AFQTPs are now available for all CE core tasks, there may have been circumstances in the past where individual task certification occurred prior to development of the respective AFQTP. In those cases where the individual is already task certified, the trainee **is not required** to complete the AFQTP. Please note that in these situations, it is highly recommended the trainee still complete the AFQTP as a way of enhancing his or her individual knowledge. A current list of all AFQTPs, along with their development date, is posted on the AFCESA website **http://www.afcesa.af.mil/**.

3.2. **All Core tasks must be certified through hands-on training for upgrade.** Certification of core tasks requires trainee, trainer, and certifier initials and dates on Part II, Specialty Training Standard (STS), of the Career Field Education Training Plan (CFETP).

3.3. **AFQTP CerTest completion is not required for Core tasks.** Initially, exams were thought to be necessary as a way to validate individual retention of a particular AFQTP; this philosophy has since changed. Certification is complete when the trainer and certifier verifies successful task performance and documentation in the STS, Part II, of the CFETP.

3.4. **AFQTP completion is mandatory for all Diamond tasks.** Although not required for upgrade, trainers/supervisors should continually encourage hands-on certification when equipment becomes available.

3.5. **Completion of the corresponding CerTest is mandatory for all Diamond tasks.** Diamond tasks exist simply because of limited equipment availability. All diamond tasks are considered critical to contingency operations; therefore, some form of knowledge retention evaluation must exist. Individuals must attain a passing score of 80% to warrant successful AFQTP completion. Unit Education and Training Managers (UETMs) are responsible for the administration of these CerTest exams.

3.6. **If your base has Diamond task equipment, completion of CerTest is still required.** In addition to CerTest completion, hands-on certification is also required. Unlike core tasks, CerTest is required with or without hands-on training.

4. AFQTP Deliverables

4.1. **Paper based elements AFQTPs** contain an introduction and all the Core/Diamond tasks within a specific module of the STS portion of the CFETP. It also contains a performance checklist for the trainer to ensure all specific tasks were completed. Questions are placed at the end of each unit to evaluate the trainee's understanding of all critical steps.

4.2. **Commercial Off The Shelf COTS** are commercially developed elements that come in the form of paper, CD-ROM, or video. The paper element of the AFQTP (located on the AFCESA website) will direct trainees on the use of applicable core/diamond COTS element. COTS elements are automatically sent to all CE UETMs.

4.3. **CD-ROM elements** are custom built, interactive CD-ROMs developed specifically for critical CE tasks. Again, the paper element will direct trainees towards the use of applicable CD-ROMs. These elements are automatically sent to all CE UETMs.

5. Maintenance and Disposition of AFQTPs

5.1. Responsibility for maintaining AFQTPs in the unit falls upon the UETM. Each unit's learning resource center (LRC) should have a complete library of all available **multi-media** products.

5.2. Paper. It is the UETM's responsibility to ensure the supervisor has access to current paper-based products from the web. Full libraries of AFQTPs are available on the AFCESA website. Prior to issuing, the Supervisor/trainer, with assistance from the UETM, must view the AFCESA website to ensure the latest edition is used. There is not a requirement, nor is it recommended, to "print down" and maintain paper copies of each AFQTP. Download and issue as needed. Please print on both sides of the paper.

5.3. COTS and CD-ROMs: UETMs must maintain control of these elements due to limited re-supply capabilities. COTS will be replaced (purchased) at the unit's expense. AF-developed CD-ROMs can be reproduced at unit's expense. UETMs having any questions on the legalities of replication should contact the POC listed on the cover of each CD-ROM.

6. Recording Completion of AFQTPs:

6.1. Completion of an AFQTP is documented using the *AFQTP Documentation Record*. This form is available for downloading from the HQ AFCESA website. This form contains all Core/Diamond tasks identified for each respective CE AFS and will be maintained in the member's AF Form 623 until attainment of the 7-skill level.

7. Computer Hardware Requirements

7.1. Individuals purchasing training support computers should continually strive to buy the current "industry standard". As such, it is highly recommended that you consult with your unit computer personnel regarding current Desktop contract requirements. Generally speaking, the key to a successful "interactive" training program is to keep your commander abreast of training technology requirements and to maintain a "conservative" purchasing pace. As a minimum, each unit should consider maintaining two or more computers with the latest technology. The most frequently used computers should always be well maintained and compatible with products being delivered to your unit.

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